

## JOB DESCRIPTION

City of Kerrville, Texas

Position Title:

Effective Date: April 2015

**DIRECTOR OF ENGINEERING**

HR Control #: 160-A01

<b>Department</b>	Engineering	<b>Pay Grade</b>	42
<b>Division</b>	Engineering	<b>FLSA Classification</b>	Exempt
<b>Immediate Supervisor</b>	Deputy City Manager	<b>Employment Status</b>	Regular Full-time

### **Job Summary:**

Directs and manages the activities of the professional, technical, and support staff of the Engineering Department. The core functions of this department are design management by establishing and enforcing standards, specifications, and details as they relate to civil engineering; Rights-of-Way (R.O.W.) management; development services as it relates to civil engineering document reviews and public infrastructure construction inspections;; water & wastewater modeling; contract administration for capital improvement projects; capital improvement planning and overview; traffic management; floodplain administration; assisting developers, engineers and citizens with various development related laws including, but not limited to, annexation, subdivisions, zoning and signs; and preparing findings for the City Council.

### **Disclaimer:**

*The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.*

### **Principle Duties and Responsibilities:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

1. Manages and directs the professional, technical, and support staff of the Engineering Department.
2. Manages and participates in the development and administration of the department budgets; estimates funds needed for staffing, equipment, materials, supplies, and projects; directs the monitoring and approval of expenditures; directs the preparation and implementation of budgetary adjustments as necessary.
3. Manages the development services duties of the department by establishing processes and procedures for systematic development and ensuring that plans and plats are reviewed in a timely manner.
4. Prepares and approves agenda bills; attends City Council and assigned boards, commissions and/or committee meetings and takes necessary action regarding Council and/or committee agenda items as well as provide staff support to such assigned boards, commissions and/or committees.
5. Establishes and enforces design and construction standards, details, and specifications for public infrastructure.
6. Provides for the management of City's R.O.W.s to ensure compliance and coordination of construction activity.
7. Provides analysis of and updates to the city's water and wastewater models through city's engineering consultant.

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8. Provides traffic management by performing studies, establishing standards, and ensuring compliance with local, state, and federal design and construction regulations.
9. Directs and coordinates construction inspections for public infrastructure.
10. Directs the contract administration functions of the department for capital improvements projects.
11. Directs the preparation, coordination, planning, and overview for the city's CIP.
12. Directs the Floodplain Administration functions by ensuring compliance and coordination with the federal NFIP requirements, Texas Water Development Board, and the city's Floodplain Management Ordinance.
13. Performs other duties as may be assigned.

### **Required Knowledge, Skills and Abilities:**

- Working knowledge of GIS release 9 or greater, databases, project management software, and water and wastewater modeling software.
- Knowledge of federal, state, and local government regulations as they apply to the field of civil engineering.
- Design skills and abilities in the field of civil engineering.
- Proficient in skills with personal computers, spreadsheets, and AutoCAD release 2007 or greater.
- Ability to establish and maintain effective and positive working relationships with public officials, city staff, development community, and general public.
- Ability to read, analyze and interpret technical and general business information, procedures, and regulations.
- Ability to prepare contract documents, specifications, estimates, work schedules, plans, maps and reports.

### **Machines, Tools, Equipment and Work Aids:**

- Computer and related software, plotters/printers, survey equipment, copier, fax machine, telephone, and hand drafting equipment.

### **Education, Certification and Experience Required:**

- Bachelor of Science Degree in Civil Engineering required, and Master's Degree preferred
- Active Licensed Professional Engineer in the State of Texas.
- Valid Texas Class C Driver's License
- Ten (10) years of design experience in the field of civil engineering, and five (5) years of experience in municipal government work preferred
- Supervisory experience required

### **Physical and Environmental Conditions:**

Duties are generally performed in an office setting. Some light work requiring occasional lifting objects up to 20 pounds. Must be able to sit for long periods of time. Work will also require stooping, kneeling, crouching, standing, walking, pushing, pulling, writing, and typing.

**Special Requirements:**

- Work requires supervising and monitoring performance for regular employees or a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.

**Signature/Approval:**

I hereby acknowledge review and understanding of this job description.

	_____ Signature of Employee	_____ Date
<b>Deputy City Manager</b> _____ Job Title of Supervisor	_____ Signature of Supervisor	_____ Date